

# Name Change or Acquiring Additional Dependent

**There are several different locations that may need to be notified of the change. Most of these locations will need a copy of the marriage/birth certificate:**

## **Affirmative Employment Section:**

Complete a SF-52 to change your name on personnel documents (480-5448/2138)

Request a new identification card with correct name (480-7092)

Request a base identification for your spouse (480-7092)

## **Overseas Entitlements:**

Make an appointment to verify if this will change your LQA or Post Allowance entitlements (480-5774)

Change the name on your passport (480-2008).

Obtain a passport for child born overseas (480-2008)

## **Benefits:**

Change any beneficiary forms you may have filed previously (480-4212)

Contact your health benefits provider directly to change name or add dependents under family option.

You have 60 days to make allowable changes to health benefits election (1-800-997-BEST)

You have 60 days to make allowable changes to your life insurance election (1-800-997-BEST)

## **Payroll:**

Inform your Civilian Payroll liaison of name change for pay statements (480-2437)

**Other possible Air Force locations that you may want to notify of the change:**

Vehicle Registration (Additional Vehicle allowed?) (480-5568)  
Drivers Licenses (Name change and new dependent license) (480-2394)  
Furnishings Management Office (for additional schunks) (489-6153)  
If your new spouse is not an American citizen, you will need to contact the legal office for immigration information. (480-5911)

**Other changes not affiliated with the Air Force:**

Wills or other legal documents  
Auto insurance company (Additional primary driver)  
Banks/Investment accounts  
Voter Registration  
Social Security Administration (New SS Card) (Frankfurt: 069-7535-2440/2441)